

ASTHMA CARE USER GUIDE - BLUEBAYCT

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DOWNLOADING ASTHMA CARE

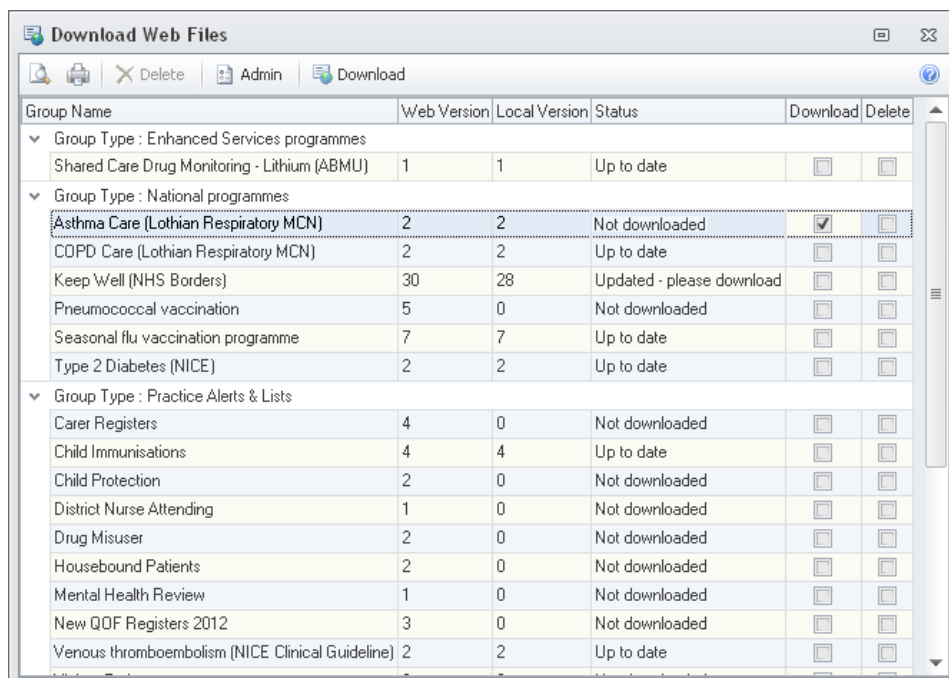
You will need to download the Asthma Care software into your system to enable all of the functionality. BlueBayCT has a dedicated tool that allows you to easily do this, without the fuss of having to download and install it manually.

To download the Asthma Care software, do the following:

1. Make sure that BlueBayCT is in **Practice Mode** (no open encounters).
2. In the notification area of the Windows taskbar, right-click the BlueBayCT light bulb icon.



3. From the menu, choose **Download Web Files**.



The **Download Web Files** screen shows all the available solutions that you can add into your BlueBayCT software. These items may include Enhanced Services, National Health Programs, Clinical Guidelines, and other useful additions to the QOF tools. Each practice within a Health Board may have a different list of items in the **Download Web Files** screen, depending on whether or not they are granted access from their software licence.

4. In the **Download Web Files** list, select the **Download** check box for **Asthma Care (Lothian Respiratory MCN)**, listed under **Group Type: National Programmes**.
5. Click **Download** on the Toolbar.

You'll be able to use the downloaded Asthma Care software immediately after the download is complete. If anyone else at the practice also requires the use of the Asthma Care software, they will first need to restart their BlueBayCT software.

CHANGING YOUR SETTINGS

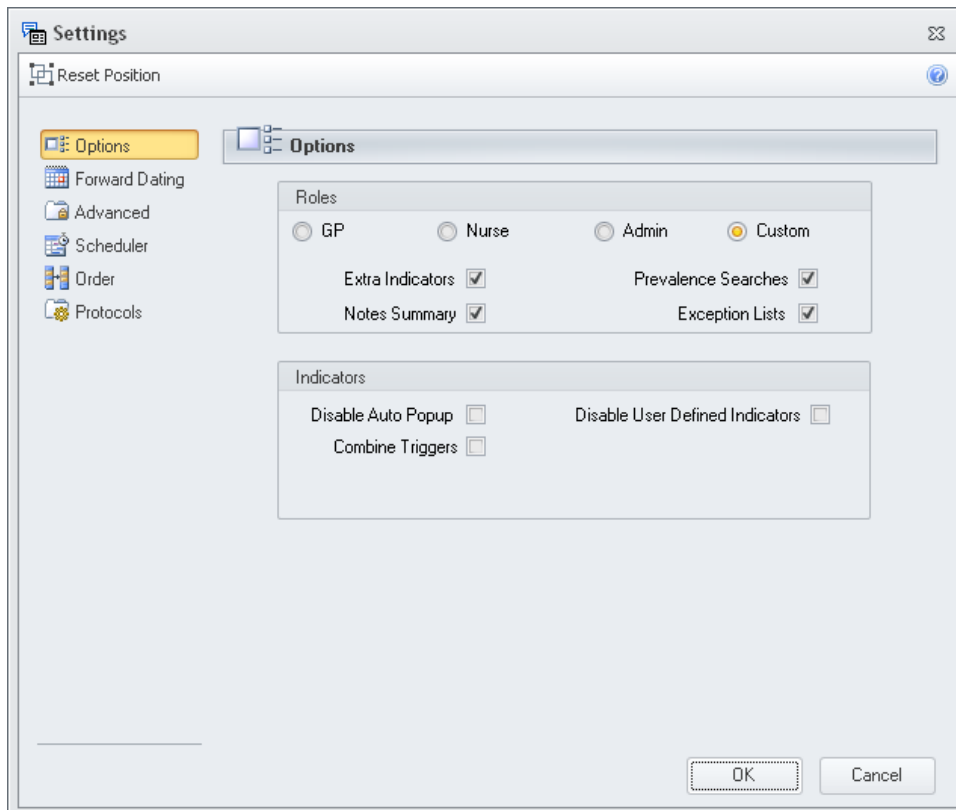
In order to use the full functionality of the Asthma Care software, you will need to check your BlueBayCT settings to ensure the software is configured correctly.

To configure BlueBayCT to use the Asthma Care software, use the following steps:

1. In the notification area of the Windows taskbar, right-click the BlueBayCT light bulb icon.



2. From the menu, choose **Settings**.



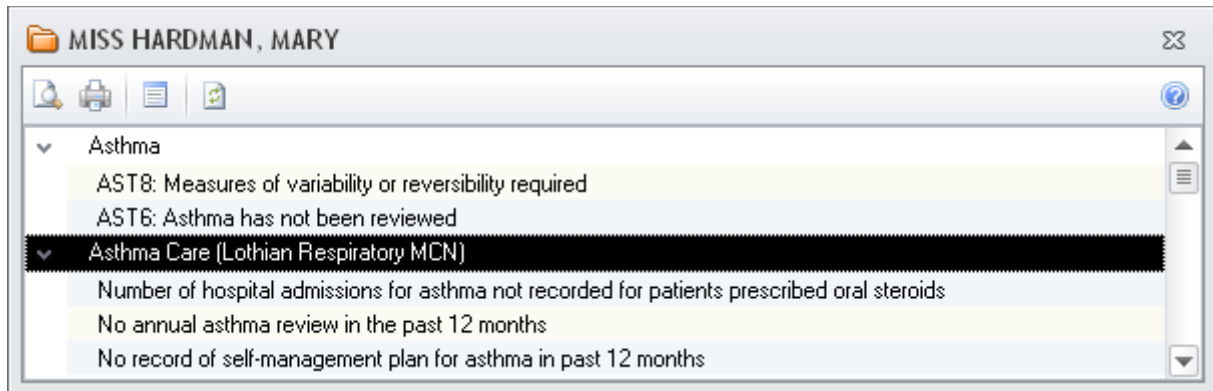
3. On the **Settings** screen, clear the **Disable User Defined Indicators** checkbox.

This will result in additional popup alerts appearing during the patient encounter which are non-QOF related, such as those for Asthma Care health checks. Any other solutions downloaded using the **Download Web Files** tool will also appear in the additional popup alerts box. You can switch between the QOF, and non-QOF alerts by clicking the **QOF** and **OTH** buttons on the BlueBayCT Toolbar (if this has been made visible).

If you would prefer to have all QOF and non-QOF related alerts appearing in the same alerts box, you can select the **Combine Triggers** checkbox in the **Settings** screen. The **QOF** and **OTH** buttons are then replaced with an **ALL** button on the BlueBayCT Toolbar.


USE POPUP ALERTS TO IDENTIFY PATIENTS

When you open a patient encounter in your system, BlueBayCT will check the demographics and clinical history to determine whether the patient is eligible for a Asthma Care review. If the patient is eligible, a popup alert will appear to notify you (providing that the [Combine Trigger](#) option is selected).



This helps with opportunistic screening, as well as making sure that the patient is suitable for health check. From the popup alert, you can open the **Asthma Care** screen and carry out the screening for the patient.

To open the **Asthma Care** screen, do one of the following:

- Double-click any of the three Alert Indicators within the **Asthma Care (Lothian Respiratory MCN)** category.
- Click the **Asthma Care (Lothian Respiratory MCN)** category alert and on the Toolbar, click the **Show Template** button ().
- Right-click any of the three Alert Indicators within the **Asthma Care (Lothian Respiratory MCN)** category and from the menu, choose **Show Template**.

CREATE A CALL/RECALL LIST TO IDENTIFY PATIENTS

The most frequently used method of identifying your patients who are eligible for Asthma Care is by creating a call/recall list. This will show you ALL of the eligible patients and allow you to manage their invitation status for screening using the other Asthma Care tools.

From the list, you can do one or more of the following:

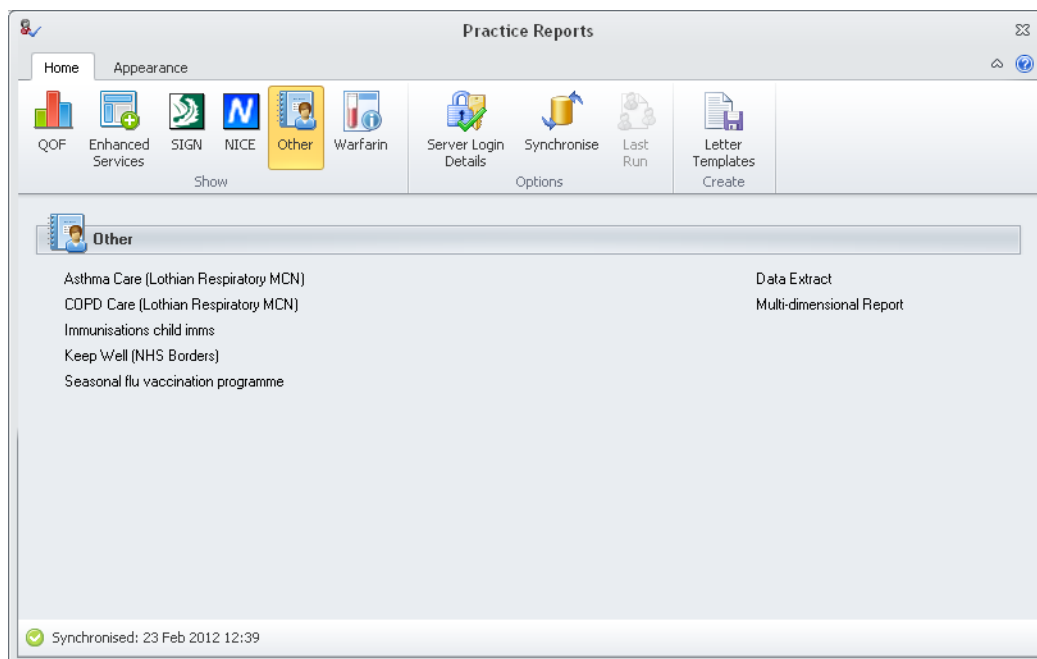
- Generate a printed report of all eligible patients for a Asthma Care health check
- Produce invitation letters for the target population
- View information that has already been recorded for each Asthma Care screening
- Record other invitation methods for eligible patients

To create a call/recall list, use the following procedure:

1. Make sure that BlueBayCT is in **Practice Mode** (no open encounters).
2. In the notification area of the Windows taskbar, right-click the BlueBayCT light bulb icon.



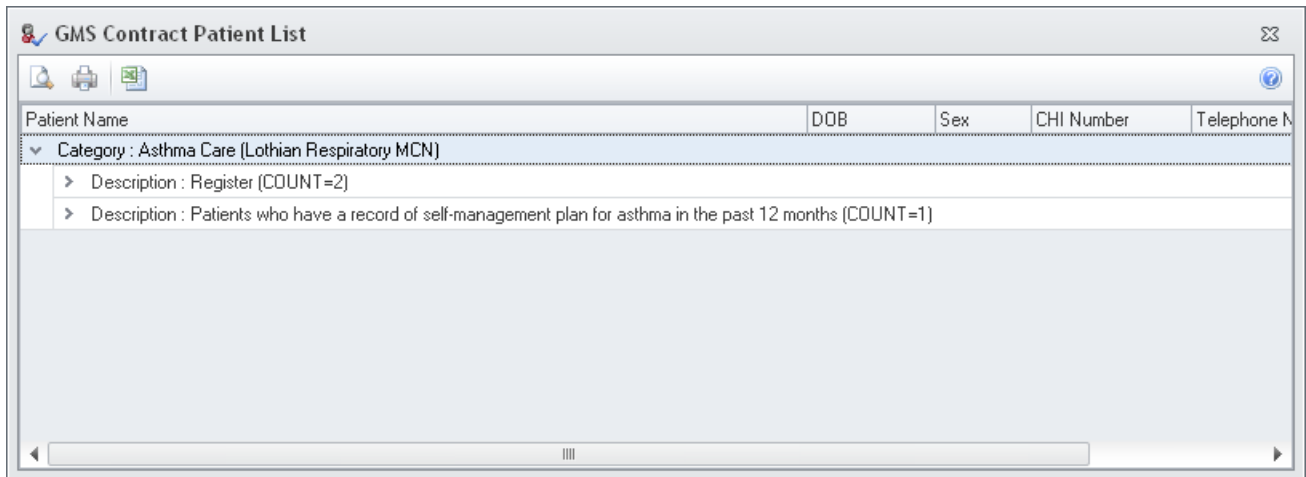
3. From the menu, choose **Practice Reports**.
4. On the **Practice Reports** screen, click the **Other** button on the Toolbar.



5. Click **Asthma Care (Lothian Respiratory MCN)**.

If you are a split practice who share the same clinical database, you will first need to choose the required practice from the **Practice Name** list.

The report should take between two and ten minutes to complete.



When finished, you'll see a number of different reports that have been created for you. You can view the patients included in any of these reports by clicking on the **Expand** button (➤).

The identification report is at the top of the report list and is titled **Asthma Care (Lothian Respiratory MCN)**.

PRODUCE INVITATION LETTERS FOR TARGET POPULATION


It's easy to produce invitation letters for your identified Asthma Care target population using BlueBayCT 's mail merge tools. BlueBayCT will automatically track the letters that you send to each patient, along with any other recall methods that you use, and keep a history of engagement methods in the Asthma Care screen.

To generate invitation letters, do the following:

1. On the Patient List screen, right-click the **Register** list.
2. From the Toolbar, choose **Merge Indicator**.

This will launch the **Merge** screen.

Mail	Patient	DOB	Invite Status	Invite Date	Usual Surgery	Telephone No	Address
<input type="checkbox"/>	ADRIAN, GEORGE ROSS	07/01/1986	1st invite required				9 DUKES ROAD, LEEDS, Z
<input type="checkbox"/>	HARDMAN, MARY	25/07/1944	1st invite required				28 CHURCH PATH, LEEDS

The **Merge** screen is designed to help you manage your screening invitations and includes important information such as the **name** of the Patient, the patient's **DOB**, the **Usual Surgery** they attend (or branch surgery, if any), and **Telephone No**. You can also see the patient's invitation status in the **Letter Level** column. Filters can be applied to each column allowing you to reduce the number of patients on the list. For example, you may want to only show those patients who have an invite status of **Send 1st Letter**. You can apply a filter by clicking on the column heading and selecting a filter button () at the top of each column and choosing an entry from the list, or choosing custom.

Each patient in the list has a checkbox which includes or excludes them from invitation. On the Toolbar, you'll find various options for selecting the appropriate letter, generating letters and recording other invitation methods.

3. Do one of the following:
 - Select the **Mail** checkbox for each patient you want to include in your invite.
 - On the Toolbar, click **Select All** to select all the patients.
4. Choose the required letter invitation letter from the **Letter Templates** list.
5. Click the **Preview Letter** button on the Toolbar.

A sample invitation letter will be generated using Microsoft Word™ allowing you to check the format and spacing of the invitation letter before you continue with the patient mail merge and update.
6. Click the **Mail** button on the Toolbar.

The mail merge process will begin and invitation letters generated using Microsoft Word™. If you have a lot of patients on your merge list, you'll see a progress bar appear at the bottom of the window. This is used to indicate how much time it takes to update each patient with the appropriate Read code. When the update is complete, you'll notice that the invitation status in the **Letter Level** column has changed.

Invitation letters are stored on the practice server for easy retrieval within the practice, just in case you need to re-print because of a printer jam or if you've lost the letters. Letters are stored on the server in the **NetworkShare** directory. The exact location of merged letters is: -

servername\NetworkShare\practicecode\Letters

(Where ***servername*** is replaced by the name of your practice server, and ***practicecode*** is replaced by your practice code.)

RECORDING TELEPHONE INVITATIONS

To record a telephone invite for a Asthma Care patient from the patient list, do the following:

1. On the Patient List screen, right-click the **Asthma Care (Lothian Respiratory MCN)** list.
2. From the menu, choose **Merge Indicator**.

This will launch the **Merge** screen.

3. Select the **Mail** checkbox for the patient you want to phone.
4. On the Toolbar, click the **Phoned** button.
5. Click **OK** to confirm that the selected patients have been verbally invited by phone.


This will update the patient's invite status in the Letter Level column, as well as adding an appropriate Read code to the patient's clinical record.

USING THE ASTHMA CARE SCREEN

BlueBayCT's Asthma Care solution includes an Asthma Care template screen that you can use to record and look up all the different types of information required for the review. As well as being able to add new items of information, you can also view a detailed clinical history for the patient. All information recorded using the Asthma Care screen is filtered back into your clinical system and updated into the relevant areas within your clinical system.

VIEWING AND RECORDING INFORMATION

Each item within the Asthma Care screen is designed to let you view historical information in chronological order. This means you will not have to use the clinical system to search for the information you need. It's all been conveniently collated for you into the screen so that you can easily access it.

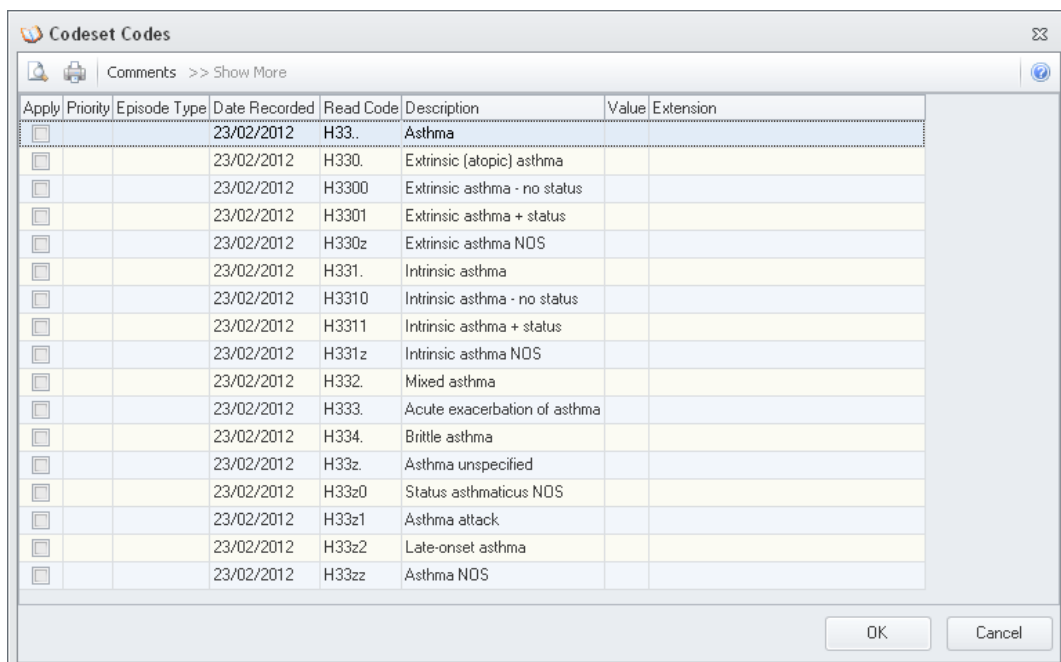
To view historical information for any item on the Asthma Care screen, click the **History** button (). This will show you all the entries for the item from the patient's clinical record, with dates, values, extension entries. If you are viewing the history for items with values or measurements, the history will also display a chart showing trends for the item.

For the majority of the items in Asthma Care screen, you'll also be able to record information in these fields. How you enter the data might differ, depending on the type of information in the field. In most cases, the method of recording the information will be by selecting a Read code from a picking list.

To record information using the Read code list, do the following:

1. For the item you want to record, click the **Codeset** button ().

This will display the **Codeset** screen with the list of available Read codes.



The screenshot shows a window titled "Codeset Codes" with a table of Read codes. The table has columns: Apply, Priority, Episode Type, Date Recorded, Read Code, Description, Value, and Extension. The data is as follows:

Apply	Priority	Episode Type	Date Recorded	Read Code	Description	Value	Extension
<input type="checkbox"/>			23/02/2012	H33.	Asthma		
<input type="checkbox"/>			23/02/2012	H330.	Extrinsic (atopic) asthma		
<input type="checkbox"/>			23/02/2012	H3300	Extrinsic asthma - no status		
<input type="checkbox"/>			23/02/2012	H3301	Extrinsic asthma + status		
<input type="checkbox"/>			23/02/2012	H330z	Extrinsic asthma NOS		
<input type="checkbox"/>			23/02/2012	H331.	Intrinsic asthma		
<input type="checkbox"/>			23/02/2012	H3310	Intrinsic asthma - no status		
<input type="checkbox"/>			23/02/2012	H3311	Intrinsic asthma + status		
<input type="checkbox"/>			23/02/2012	H331z	Intrinsic asthma NOS		
<input type="checkbox"/>			23/02/2012	H332.	Mixed asthma		
<input type="checkbox"/>			23/02/2012	H333.	Acute exacerbation of asthma		
<input type="checkbox"/>			23/02/2012	H334.	Brittle asthma		
<input type="checkbox"/>			23/02/2012	H33z.	Asthma unspecified		
<input type="checkbox"/>			23/02/2012	H33z0	Status asthmaticus NOS		
<input type="checkbox"/>			23/02/2012	H33z1	Asthma attack		
<input type="checkbox"/>			23/02/2012	H33z2	Late-onset asthma		
<input type="checkbox"/>			23/02/2012	H33zz	Asthma NOS		

At the bottom of the window are "OK" and "Cancel" buttons.


2. Select the **Apply** checkbox for the code that you want to use.

If you require more than one Read code, select the **Apply** checkbox for each one. If the Read code you want to record does not appear in the list, try clicking the **Show More** button. By default, only the most commonly used codes are displayed.

3. Do one or more of the following, if required:

- Change the **Priority** for the Read code by choosing a new one from the list.
- Change the **Date Recorded** from the default of today's date. This is useful when you need to backdate information.
- Type a **Value** for any readings, measurements or scores. It's important to make sure that these are numeric values only, so that the information is stored correctly within the clinical system.
- Type any free text entries in the **Extension** box, or pick a pre-defined entry from the list.

4. Click **OK** to enter the Read code(s) into the Asthma Care screen.

If you have made a mistake and would like to remove the Read codes you have entered, click the Undo button ().

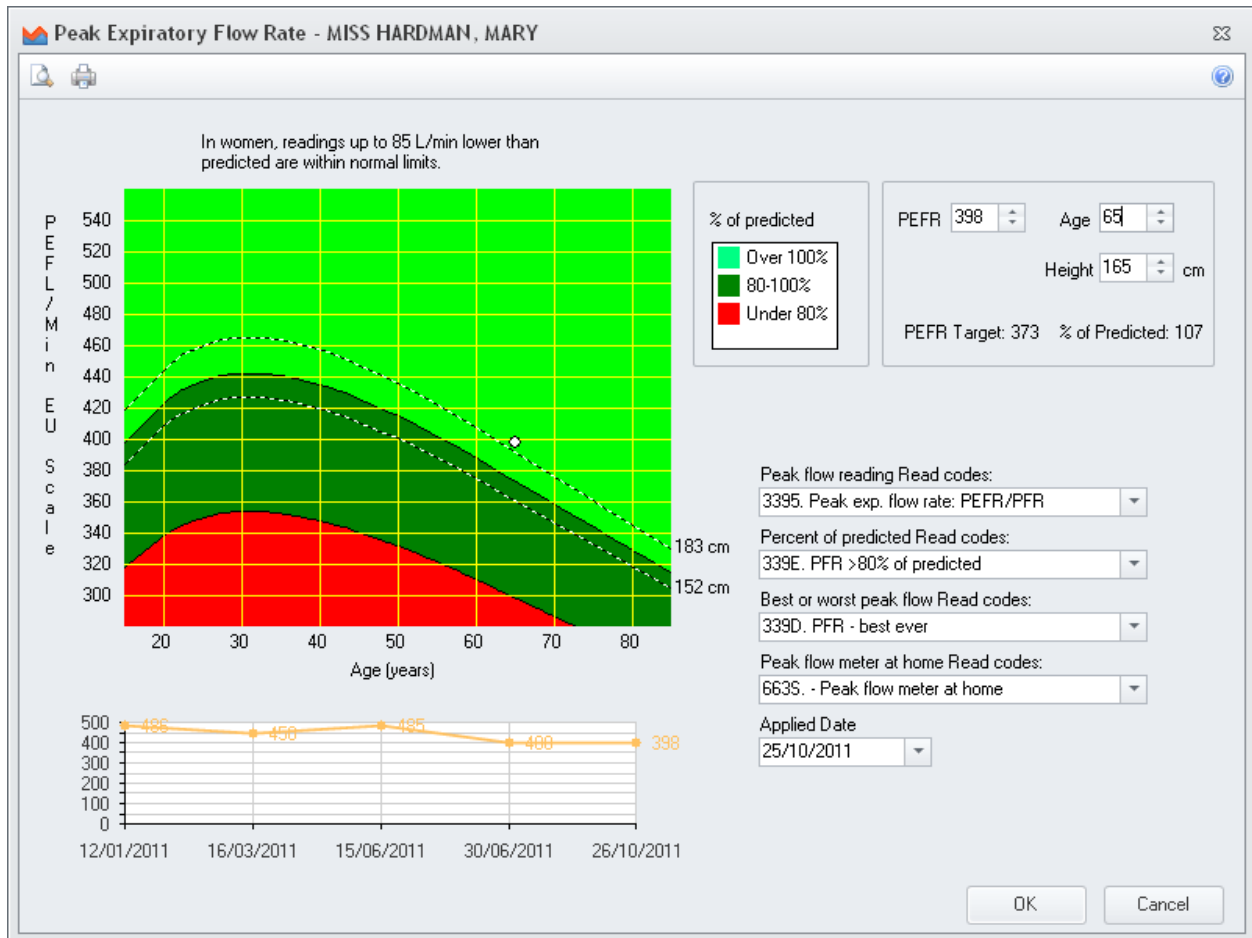
OTHER METHODS OF RECORDING INFORMATION

Included within the screen, are some very useful screening tools, such as Asthma Control Test (ACT) which is a questionnaire that will help you assess and properly document how Asthma is affecting the patient, and PEFR (Peak Expiratory Flow Rate).

USING THE PEAK EXPIRATORY FLOW RATE CALCULATOR

The PEFR calculates the patients Peak Expiratory Flow Rate as a percentage of the target flow rate based on standard data for that age and height.

The PEFR screen will appear, as shown below.



To use the PEFR Calculator, do the following:-

1. Enter the patients PEFR by typing it into the box or using the up and down arrows.
2. The Height and Age should be displayed but can be altered/added as necessary (please note that this change is NOT recorded within the patient record).
3. The Percentage predicted is then displayed.

- Read codes can be selected from the drop down boxes and the Applied Date can be altered if necessary by left-clicking on the down arrow and selecting a date on the calendar, or by typing the date directly into the box.
- Left-click on OK to save the Read codes.

USING THE ASTHMA CONTROL TEST (ACT)

Asthma Control Test (ACT) which is a questionnaire that will help you assess and properly document how Asthma is affecting the patient.

The ACT screen will appear, as shown below.

Asthma Control Test (ACT) - MISS HARDMAN, MARY

Ages 12 and over

1. In the past 4 weeks, how much of the time did your asthma keep you from getting as much done at work, school or at home?

☐ All of the time ☐ Most of the time ☒ Some of the time ☐ A little of the time ☐ None of the time

2. During the past 4 weeks, how often have you had shortness of breath?

☐ More than once a day ☐ Once a day ☐ 3 to 6 times a week ☒ Once or twice a week ☐ Not at all

3. During the past 4 weeks, how often did your asthma symptoms (wheezing, coughing, shortness of breath, chest tightness or pain) wake you up at night or earlier than usual in the morning?

☐ 4 or more nights a week ☐ 2 or 3 nights a week ☐ Once a week ☒ Once or twice ☐ Not at all

4. During the past 4 weeks, how often have you used your rescue inhaler or nebulizer medication (such as albuterol)?

☐ 3 or more times per day ☐ 1 or 2 times per day ☐ 2 or 3 times per ☒ Once a week or ☐ Not at all

5. How would you rate your asthma control during the past 4 weeks?

☐ Not controlled at all ☐ Poorly controlled ☐ Somewhat ☒ Well controlled ☐ Completely

Read code: Applied Date:

[Score: 19]

OK Cancel

To use the ACT, do the following:-


- Work through the questions with the patient by clicking on the relevant answers.

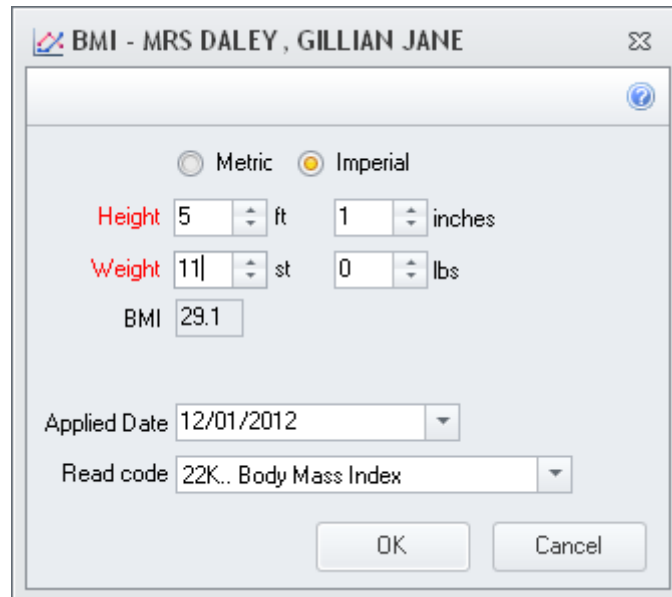
2. When all the questions have been answered the calculated score is supplied in the bottom right hand corner of the screen.
3. Select the Read code to be entered into the patients record from the Read code drop down menu (The calculated score is added onto the ACT Read code selected).
4. If you want to backdate the reading, change the **Applied Date**.
5. Left-click on **OK** to save the Read code and Risk percentage.

USING THE BMI CALCULATOR TOOL

The **BMI Calculator** tool can be used to enter the height and weight of the patient, and calculate and record the BMI value.

To use the **BMI Calculator**, do the following:-

1. In the Asthma Care screen, click the **BMI** button ().
- This will launch the **BMI Calculator**.



BMI - MRS DALEY, GILLIAN JANE

☐ Metric ☒ Imperial

Height 5 ft 1 inches

Weight 11 st 0 lbs

BMI 29.1

Applied Date 12/01/2012

Read code 22K.. Body Mass Index

OK Cancel

2. Choose the method of data entry, either **Metric** or **Imperial** measurements.
 3. Enter the **Height**.
 4. Enter the **Weight**.
- You'll notice that the **BMI** is calculated automatically.
5. Do one of the following, if required:

- Change the **Applied Date** from the default date of today, or pick a date from the calendar.
 - Change the **Read code** from the default by selecting a new one from the list.
6. Click **OK** to save the information to the Asthma Care screen.

HOW TO ACCESS THE ASTHMA CARE SCREEN

There are a number of different ways to access the Asthma Care Screen and how you do this will generally depend on what you want to use it for. For example, you will most likely use it during an encounter with the patient to carry out a health check, or when working on the call/recall list.

ACCESS THE ASTHMA CARE SCREEN FROM A POPUP ALERT

The easiest way to access the Asthma Care screen is from the popup alert that appears during the patient encounter. Simply double-click on the alert, and the Asthma Care template screen will open.

ACCESS THE ASTHMA CARE SCREEN FROM THE BLUEBAYCT MENU

The BlueBayCT menu provides quick access to all features within the software, including the Asthma Care screens.

To access the Asthma Care screen from the BlueBayCT menu, use the following procedure:

1. Whilst in the patient clinical record, right-click the BlueBayCT light bulb icon in the Notification Area of your Windows taskbar.



2. On the menu, choose **Clinical Templates**, and then click **Asthma Care (Lothian Respiratory MCN)**.

ACCESS THE ASTHMA CARE SCREEN FROM THE CALL/RECALL LIST

When using the call/recall list for Asthma Care, you can open the Asthma Care template screen to record or view clinical information for the patient. Please note however, that any information that you record from the call/recall lists are not assigned to a specific staff member but are recorded as 'Data Entry' for the **Admin** user.

To open the Asthma Care template screen from the patient list, do the following:

1. In the Patient List, right-click on the name of the patient that you want to open the Asthma Care screen for.
2. From the menu, choose **Show Template**.

ASTHMA CARE TEMPLATE

The **Asthma** tab within the Asthma Care template screen is used to record and display the patients Asthma relevant information.

Asthma Care (Lothian Respiratory MCN) for HARDMAN, MARY [25/07/1944]

Home Appearance

History **Asthma**

DIAGNOSIS

Asthma	05/10/2010: Mixed asthma	[Icons]
Asthma-related therapy	22/02/2012: SALBUTAMOL cfc/free b/act inh 100micrograms/ac	[Icons]

ACUTE EPISODES & HOSPITAL ADMISSION

● Please record the total number of emergency hospital admissions for asthma in the past 12 months.

Number of hospital admissions for asthma	No Data Recorded	[Icons]
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ASTHMA REVIEW

● You must complete all of the individual components of the asthma review before indicating that a review has been done.

Asthma control test	No Data Recorded		[Icons]
Click here for a printable version of the Asthma Control Test (ACT) questionnaire (PDF)			
Peak expiratory flow rate (PEFR)	30/06/2011: Peak exp. flow rate: PEFR/PFR	400	[Icons]
Inhaler technique	No Data Recorded		[Icons]
Height/weight/BMI	21/09/2001: Body Mass Index	28.8	[Icons]
Smoking status	28/10/2006: Smoking habits: Stopped	0	[Icons]

Asthma review completed

☒ Asthma annual review [Icon]

ASTHMA MANAGEMENT PLAN

Asthma self-management plan	No Data Recorded	[Icons]
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[Click here for a printable asthma self-management plan \(DOC\)](#)

NHS Lothian Respiratory Managed Clinical Network
Designed and Developed by BlueBay Medical Systems.

Previous Next 05/10/2010: Mixed asthma Previous Tab Next Tab

DIAGNOSIS

- **Asthma** - use this field to view or record information about any Asthma diagnosis the patient has had.
- **Asthma-related Therapy**- use this field to view any Asthma medication the patient has had. Medication can also be prescribed form here.

ACUTE EPISODES & HOSPITAL ADMISSION

- **Number of Hospital Admissions for Asthma** - use this field to view and record the number of Asthma related hospital admissions in the last 12 months.

ASTHMA REVIEW

- **Asthma Control Test** – information about the patients ACT history is displayed here, and can be recorded via the [ACT questionnaire screen](#).
- **Peak Expiratory Flow Rate** - information about the patients PEFr history is displayed here, and can be recorded via the [PEFR calculator](#).
- **Inhaler Technique** - information about the patient's inhaler techniques can be viewed or recorded using this field.
- **Height/Weight/BMI** - use this field to record body mass index measurements for the patient. You can use two different methods for recording the BMI, either by selecting a Read code from a list, or by using the BMI calculator tool.
- **Smoking Status** - information about the patient's smoking status can be viewed or recorded using this field. The choices are limited to just three items - never smoked, current smoker, or ex-smoker.
- **Asthma Review Completed** - use this field to record weather the asthma annual review has been done. For this option to be enabled all the components within the Asthma Review Category must be completed within the last year.



*For the **Asthma Review Completed** option to be enabled (which allows the Asthma Annual Review Read code to be entered) all other fields in the Asthma Review section must be completed within the last year.*

SAVING THE INFORMATION

When you have finished using the Asthma Care screen, click the **Save & Close** button on the Toolbar. This will store the information within the clinical record in the clinical system. You must make sure you save when exiting the clinical system to save this information in the patient record.

DATA EXTRACT

RUNNING DATA EXTRACT MANUALLY

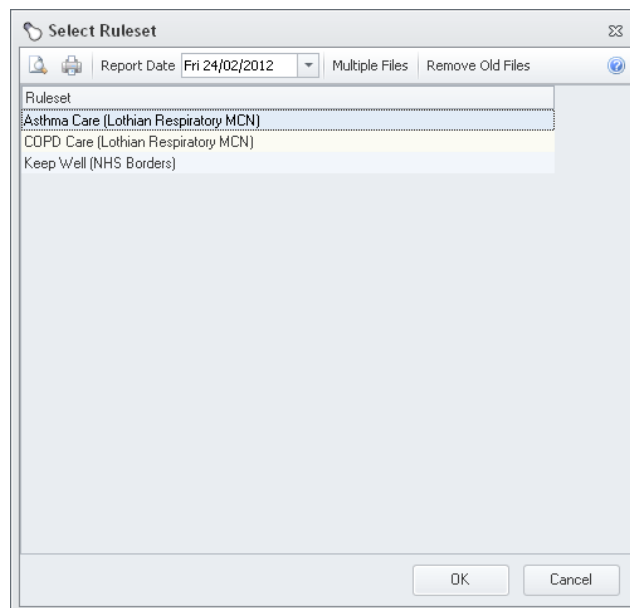
The Asthma Care solution includes a facility to extract anonymised patient clinical data into a CSV file, which can then be used by your Health Board to compile statistical information and to verify any related payments for Enhanced Services. Your Health Board may require this to be sent via email, or they will be able to collect the file remotely.

To access the Data Extract screen and produce a data extract file manually, do the following:-

1. Make sure that BlueBayCT is in **Practice Mode** (no open encounters).
2. In the notification area of the Windows taskbar, right-click the BlueBayCT light bulb icon.



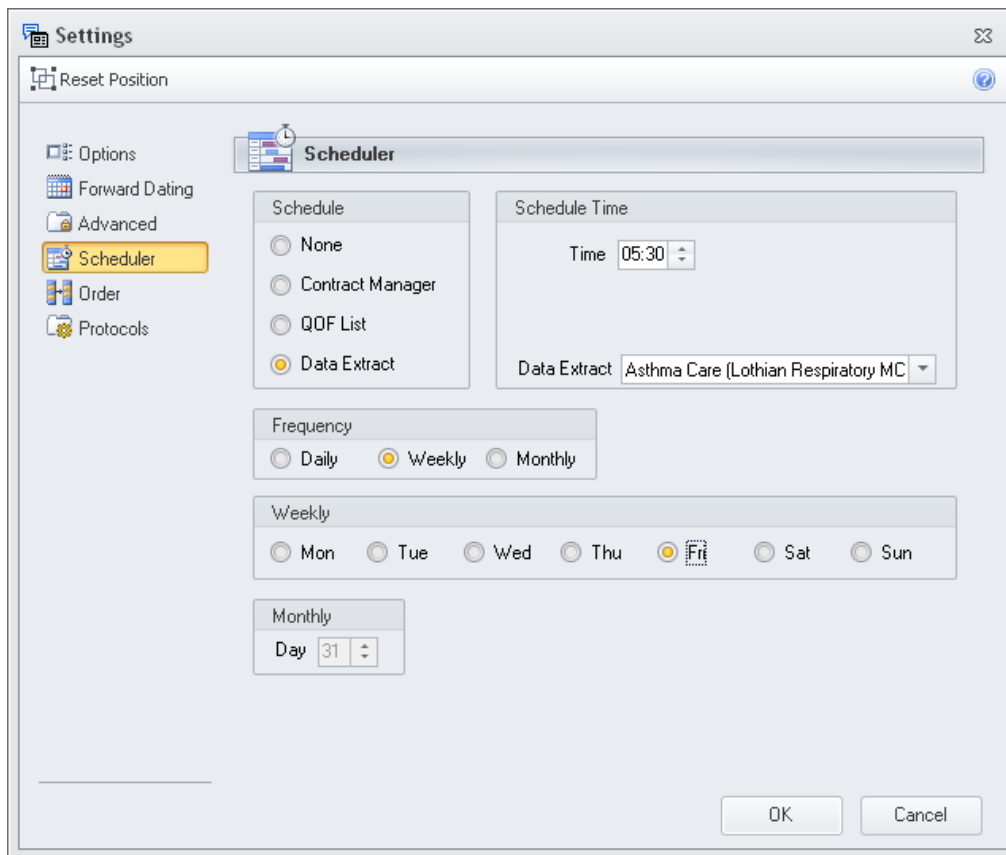
3. From the menu, choose **Practice Reports**.
4. On the Practice Reports screen, left-click on the **Other** tab on the toolbar, and select **Data Extract**.




5. From the Select Ruleset window, choose **Asthma Care (Lothian Respiratory MCN)**.
6. Change the Report Date by selecting a new date from the drop down box or typing it directly into the box if you want to run the Data Extract based on a date in the past.
7. Left-click the **Multiple Files** option to toggle it if you wish to get a CSV file for each column that has been defined.
8. The location of the data extract file is then displayed, and by clicking on **Folder** it will take you to the relevant location. The data extract file can then be viewed by the practice and collected remotely by the Health Board as necessary.

RUNNING DATA EXTRACT AUTOMATICALLY VIA THE SCHEDULER TAB

The Scheduler tab can be used to schedule the running of the Data Extract. This is particularly useful if you want to run it at a more convenient time, or you are unable to run it during the day.



To schedule the running of the Asthma Care Data Extract use the following method:-

1. Right-click the Light Bulb icon () on the Notification area of the Windows Taskbar.
2. From the popup menu, left-click **Settings**.
3. In the Schedule option list, left-click **Data Extract** and select the report you wish to extract from the Data Extract drop down menu.
4. In the Frequency option list, choose one of the following:-
 - **Daily** – Schedule the task to run every day.
 - **Weekly** - Schedule the task to run on a specific day of the week.
 - **Monthly** - Schedule the task to run on a specific day of the month.
5. In the Weekly option list, choose the required day of the week, if the Weekly option was selected in step 4.
6. In the Monthly option list, choose the required day of the month, if the Monthly option was selected in step 4.

7. In the Schedule Time box, enter the time that you want the schedule to start in 24hr format, and select the report you wish to extract from the Data Extract drop down menu.
8. Left-click **OK** to set the schedule.
9. The location of the data extract file is then displayed, and by clicking on **Folder** it will take you to the relevant location. The data extract file can be viewed by the practice and collected remotely by the Health Board as necessary.



*After the scheduler has been set to run, you will need to leave the PC running at the time specified. It is not necessary to be logged into your clinical system, but it does require that the PC be left on with BlueBayCT running. **The data extract is Anonymised** and no patient identifiable data is held within the extract. The extract is stored in NetworkShare\PracticeCode\Extract folder.*